

**To:** Heister, Dan[Heister.Dan@epa.gov]; Franklin, Richard[Franklin.Richard@epa.gov]  
**Cc:** Townsend, Tom[Townsend.Tom@epa.gov]  
**From:** Poland, Melody  
**Sent:** Fri 8/14/2015 9:42:31 PM  
**Subject:** FW: Managing Staff Deployments

FYI...

**From:** Alexander, Jean  
**Sent:** Friday, August 14, 2015 2:15 PM  
**To:** Johnson, Jennifer S.; R10-Travel Preparers; R10-Timekeepers Mail Group  
**Cc:** Ryan, Scott; Carriveau, Jeanette; Harmon, Russell; Terada, Calvin; Moon, Wally; Field, Chris; Smith, Sharon; Adams, Wendy; Williamson, Ann; Magorrian, Matthew; Anderson-Carnahan, Linda; Dalrymple, Anne; Hastings, Janis; Castanon, Lisa; Fleming, Sheila; Psyk, Christine; Davies, Lauris; R10-ANALYSTS Mail Group  
**Subject:** RE: Managing Staff Deployments

All,

I have just talked to Cincinnati in regards to the emergency deployments that are being requested. If someone is called out on a deployment this weekend and needs emergency travel arrangements, please call Sara Williams at the EPA helpdesk, 513-487-2346 for help. Sara is on call this entire weekend to help with deployment arrangements. If she does not answer her phone, make sure you leave a phone number where she can call you back.

Please make sure that you have all the information necessary for her to help with your arrangements.

If you have any questions, please give me a call.

Thank you.

Jean Alexander

Regional Travel Coordinator

OMP, FMPU, OMP-213

PH: 206-553-2114

**From:** Johnson, Jennifer S.

**Sent:** Friday, August 14, 2015 1:09 PM

**To:** R10-Travel Preparers; R10-Timekeepers Mail Group

**Cc:** Ryan, Scott; Carriveau, Jeanette; Harmon, Russell; Alexander, Jean; Terada, Calvin; Moon, Wally; Field, Chris; Smith, Sharon; Adams, Wendy; Williamson, Ann; Magorrian, Matthew; Anderson-Carnahan, Linda; Dalrymple, Anne; Hastings, Janis; Castanon, Lisa; Fleming, Sheila; Psyk, Christine; Davies, Lauris; R10-ANALYSTS Mail Group

**Subject:** Managing Staff Deployments

Good afternoon,

As you may know the Region is assisting R8 and R9 on several emergency responses as this time (Gold King Mine, Typhoon Soudelor.) We are anticipating that more staff may be asked to deploy through the Response Support Corps and want to make sure that we track the travel and timekeeping for the different responses accordingly. To help manage this, we are asking that any travel related to deployments be done by Sharon Smith in ECL.

Accounts for timekeeping will be incident specific and guidance will be provided as deployment decisions are made. Feel free to let me know if you have any questions.

Jennifer Johnson

Regional Emergency Operations Center

Finance Support Section Chief

206-553-8037